

SECRET*Records Management - 3-3-2*
Correspondence Cabinets
File

MEMORANDUM FOR THE RECORD

SUBJECT: Supply Management of Safes and Filing Cabinets

1. At 1000 hours 3 June 1959 a meeting was held in the Chief, Supply Division's office for the purpose of establishing supply policy relative to requisitioning, disposition, standardization of safes and filing equipment. In addition, required coordination with the Records Management Staff was agreed upon. The following personnel were present:

- a. [] Chief, Supply Division
- b. [] Chief, Records Management Staff
- c. [] Deputy Chief, Supply Division
- d. [] Chief, Stock Management Branch
- e. [] Chief, Stock Control Branch
- f. [] Chief, I&I Staff

2. [] opened the meeting by stating that it was mutually agreed upon between the Records Management Staff and the Supply Division that:

a. Records Management Staff and the Supply Division will see to it that the Agency will get the best possible equipment.

b. The Agency will stock the minimum different kinds of equipment as possible.

3. During the course of the meeting the following points were discussed and agreed upon:

a. Supply Division will refer to Records Management Staff any unusual request for filing equipment. This will include requirements for unusual large quantities, and requirements for non-standard items.

b. Any replenishment requisitions for stock will be coordinated with the Records Management Staff.

c. The Agency will standardize on a four drawer legal size safe with approved locks.

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d. Only such other card size safe will be stocked as specifically approved.

// e. No more purchases will be made for safes and filing cabinets for Headquarters use.

f. Substitutions of safes and filing cabinets will be made when- // ever possible.

g. Chief, Records Management Staff agreed that it was not necessary to see nor approve RIA's for the disposition of filing equipment.

4. In addition to the above it was agreed upon that the Supply Division would ship, on an exchange basis, 36 Herring Hall Marvin safes, stock # 7110-H05-7041, lettersize 4 drawer and 17 Remington-Rand, 4 drawer lettersize to [] for 53 each legal size Herring Hall Cabinets. This has been concurred in by [] Chief, Physical Security, Chief, Supply Division and Chief, Records Management Staff. ✓

[]
Chief, Supply Division

Distribution:

Orig - OL/SD

① - Records Management Staff

1 - DC/SD

1 - OL/SD/SMB official

1 - OL/SD/SCB

1 - OL/SD/IAIS

OL/SD/SMB/[] jpl,[] (5 June 1959)

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| | | |
|--|----------------|-----------|
| TRANSMITTAL SLIP | | DATE |
| TO: <i>Records Management Staff</i> | | |
| ROOM NO. | BUILDING | |
| REMARKS: | | |
| <p><i>This is a duplicate copy. It was retyped because of error in the title of "Records Management Staff."</i></p> <p><i>Discussed with [redacted]</i></p> <p><i>6/22 - [redacted] 6/23 - [redacted]</i></p> <p><i>Names - File</i></p> | | |
| FROM: <i>OL/SD/SMG</i> | | |
| ROOM NO. | BUILDING | EXTENSION |
| <i>2008</i> | <i>Old Eye</i> | |
| <small>FORM NO. 241 1 FEB 55</small> <small>REPLACES FORM 36-8 WHICH MAY BE USED.</small> <small>GPO : 1957-O-439445 (47)</small> | | |

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